

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

DBW HQ  
2000 EVERGREEN ST, SUITE 100  
SACRAMENTO, CA 95815-3888



Employee Name	TSUNEYOSHI, Raynor
Expense Dates	06/03/09-06/04/09
Total Expense Amount	487.49
Amount Due Employee	101.76
Form ID	TEA000460472

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	06/03	Parking, Auto	15.75	
2)	06/04	Gasoline	12.01	
3)	06/04	Parking, Auto	18.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved  
by:



# **Travel & Expense Account Summary**

Employee Name Raynor TSUNEYOSHI  
Expense Dates 06/03/09-06/04/09  
Report Name CYBA Seminar

Request Total \$ 487.49  
Direct Charge Total - 385.73  
Travel Advances - 0.00  
Net Due Employee = 101.76

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	CYBA Seminar	487.49

California Yacht Brokers Association

NOTE: (d)=Direct Charge

DATE	Wed Jun 3	Thu Jun 4								TOTAL
Parking, Auto	15.75	18.00								33.75
Breakfast	6.00	6.00								12.00
Lunch	10.00	10.00								20.00
Dinner	18.00									18.00
Incidentals	6.00									6.00
Commercial Air Fare (d)		303.20								303.20
Auto Rental (d)		82.53								82.53
Gasoline		12.01								12.01
<b>TOTALS \$</b>	<b>55.75</b>	<b>431.74</b>								<b>487.49</b>

# **Travel & Expense Account Summary & Detail**

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	CYBA	06/03/09	Parking, Auto	15.75	Cash
Regular Travel	CYBA	06/03/09	Breakfast	6.00	Cash
Regular Travel	CYBA	06/03/09	Lunch	10.00	Cash
Regular Travel	CYBA	06/03/09	Dinner	18.00	Cash
Regular Travel	CYBA	06/03/09	Incidentals	6.00	Cash
Regular Travel	CYBA	06/04/09	Commercial Air Fare	303.20	Direct Charge
Regular Travel	CYBA	06/04/09	Auto Rental	82.53	Direct Charge
Regular Travel	CYBA	06/04/09	Gasoline	12.01	Cash
Regular Travel	CYBA	06/04/09	Parking, Auto	18.00	Cash
Regular Travel	CYBA	06/04/09	Breakfast	6.00	Cash
Regular Travel	CYBA	06/04/09	Lunch	10.00	Cash

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Employee Name	TSUNEYOSHI, Raynor
Expense Dates	06/09/09-06/12/09
Total Expense Amount	587.50
Amount Due Employee	160.50
Form ID	TEA000470368

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	06/12	Gasoline	17.50	
2)	06/12	Parking, Auto	29.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved  
by:



# **Travel & Expense Account Summary**

Employee Name                      Raynor TSUNEYOSHI  
Expense Dates                      06/09/09-06/12/09  
Report Name                        RBOC

Request Total \$     587.50  
Direct Charge Total -   427.00  
Travel Advances -     0.00  
Net Due Employee = **160.50**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	RBOC/Site Visit	587.50

Recreational Boaters of CA/Surfside site visit

NOTE: (d)=Direct Charge

DATE	Tue Jun 9	Wed Jun 10	Thu Jun 11	Fri Jun 12						TOTAL
Lunch	10.00	10.00	10.00							30.00
Dinner	18.00	18.00	18.00							48.00
Breakfast		6.00	6.00	6.00						18.00
Incidentals		6.00	6.00	6.00						18.00
Commercial Air Fare (d)				303.20						303.20
Auto Rental (d)				123.80						123.80
Gasoline				17.50						17.50
Parking, Auto				29.00						29.00
<b>TOTALS \$</b>	<b>26.00</b>	<b>38.00</b>	<b>38.00</b>	<b>485.50</b>						<b>587.50</b>

# **Travel & Expense Account Summary & Detail**

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	RBOC/Site	06/09/09	Lunch	10.00	Cash
Regular Travel	RBOC/Site	06/09/09	Dinner	16.00	Cash
Regular Travel	RBOC/Site	06/10/09	Breakfast	6.00	Cash
Regular Travel	RBOC/Site	06/10/09	Lunch	10.00	Cash
Regular Travel	RBOC/Site	06/10/09	Dinner	16.00	Cash
Regular Travel	RBOC/Site	06/10/09	Incidentals	6.00	Cash
Regular Travel	RBOC/Site	06/11/09	Breakfast	6.00	Cash
Regular Travel	RBOC/Site	06/11/09	Lunch	10.00	Cash
Regular Travel	RBOC/Site	06/11/09	Dinner	16.00	Cash
Regular Travel	RBOC/Site	06/11/09	Incidentals	6.00	Cash
Regular Travel	RBOC/Site	06/12/09	Commercial Air Fare	303.20	Direct Charge
Regular Travel	RBOC/Site	06/12/09	Auto Rental	123.80	Direct Charge
Regular Travel	RBOC/Site	06/12/09	Gasoline	17.50	Cash
Regular Travel	RBOC/Site	06/12/09	Parking, Auto	29.00	Cash
Regular Travel	RBOC/Site	06/12/09	Breakfast	6.00	Cash
Regular Travel	RBOC/Site	06/12/09	Incidentals	6.00	Cash

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Employee Name	TSUNEYOSHI, Raynor
Expense Dates	06/20/09-06/25/09
Total Expense Amount	1190.55
Amount Due Employee	820.35
Form ID	TEA000475781

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	06/20	O/S Lodging	111.87	
2)	06/21	O/S Lodging	111.87	
3)	06/22	O/S Lodging	111.87	
4)	06/23	O/S Lodging	111.87	
5)	06/24	O/S Lodging	111.87	
6)	06/25	O/S Parking, Auto	54.00	
7)	06/25	O/S Emergency Purchase	25.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

I have reviewed the following documents.

Approved  
by:



## Travel & Expense Account Summary

Employee Name                      Raynor TSUNEYOSHI  
Expense Dates                      06/20/09-06/25/09  
Report Name                        WSBAA

Request Total \$    1190.55  
Direct Charge Total -    370.20  
Travel Advances -        0.00  
Net Due Employee =    820.35

### Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	WSBAA Western States Boating Administrators Association	1190.55

NOTE: (d)=Direct Charge

DATE	Sat Jun 20	Sun Jun 21	Mon Jun 22	Tue Jun 23	Wed Jun 24	Thu Jun 25				TOTAL
O/S Lodging	111.87	111.87	111.87	111.87	111.87					559.35
O/S Breakfast		6.00	6.00	6.00	6.00	6.00				30.00
O/S Lunch		10.00	10.00	10.00	10.00	10.00				50.00
O/S Dinner		18.00	18.00	18.00	18.00					72.00
O/S Incidentals		6.00	6.00	6.00	6.00	6.00				30.00
O/S Parking, Auto						54.00				54.00
O/S Commercial Air Fare (d)						370.20				370.20
O/S Emergency Purchase						25.00				25.00
<b>TOTALS \$</b>	<b>111.87</b>	<b>151.87</b>	<b>151.87</b>	<b>151.87</b>	<b>151.87</b>	<b>471.20</b>				<b>1190.55</b>



# **Travel & Expense Account Summary & Detail**

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	WSBAA	06/20/09	O/S Lodging	111.87	Cash
Regular Travel	WSBAA	06/21/09	O/S Lodging	111.87	Cash
Regular Travel	WSBAA	06/21/09	O/S Breakfast	6.00	Cash
Regular Travel	WSBAA	06/21/09	O/S Lunch	10.00	Cash
Regular Travel	WSBAA	06/21/09	O/S Dinner	18.00	Cash
Regular Travel	WSBAA	06/21/09	O/S Incidentals	6.00	Cash
Regular Travel	WSBAA	06/22/09	O/S Lodging	111.87	Cash
Regular Travel	WSBAA	06/22/09	O/S Breakfast	6.00	Cash
Regular Travel	WSBAA	06/22/09	O/S Lunch	10.00	Cash
Regular Travel	WSBAA	06/22/09	O/S Dinner	18.00	Cash
Regular Travel	WSBAA	06/22/09	O/S Incidentals	6.00	Cash
Regular Travel	WSBAA	06/23/09	O/S Lodging	111.87	Cash
Regular Travel	WSBAA	06/23/09	O/S Breakfast	6.00	Cash
Regular Travel	WSBAA	06/23/09	O/S Lunch	10.00	Cash
Regular Travel	WSBAA	06/23/09	O/S Dinner	18.00	Cash
Regular Travel	WSBAA	06/23/09	O/S Incidentals	6.00	Cash
Regular Travel	WSBAA	06/24/09	O/S Lodging	111.87	Cash
Regular Travel	WSBAA	06/24/09	O/S Breakfast	6.00	Cash
Regular Travel	WSBAA	06/24/09	O/S Lunch	10.00	Cash
Regular Travel	WSBAA	06/24/09	O/S Dinner	18.00	Cash
Regular Travel	WSBAA	06/24/09	O/S Incidentals	6.00	Cash
Regular Travel	WSBAA	06/25/09	O/S Parking, Auto	54.00	Cash
Regular Travel	WSBAA	06/25/09	O/S Commercial Air Fare	370.20	Direct Charge
Regular Travel	WSBAA	06/25/09	O/S Breakfast	6.00	Cash
Regular Travel	WSBAA	06/25/09	O/S Lunch	10.00	Cash
Regular Travel	WSBAA	06/25/09	O/S Incidentals	6.00	Cash
Regular Travel	WSBAA	06/25/09	O/S Emergency Purchase	25.00	Cash